**US Army Corps
of Engineers**

CEFMS ACCESS CONTROL

(AUTHORIZATIONS CROSS REFERENCED
TO FUNCTIONALITIES)

3rd Draft

22 FEB 1999

Revised 21 FEB 2001

CEFMS
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Corps of Engineers Financial Management System

CEFMS ACCESS CONTROL

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APPENDIX

CEFMS ACCESS CONTROL

Overview

This document shows how each authorization granted in the Access Control Maintenance screens affects a user's capability throughout the various function-alities (Purchase Request, Travel, Inventory Management, etc.) that comprise the Corps of Engineers Financial Management System (CEFMS). Because users generally are not expected to have a comprehensive understanding of all CEFMS functionalities, this document provides insight to authorizations that otherwise may be outside the user's knowledge base. The Access Control Maintenance screens (10.1, 10.1.1, 10.1.2 and 10.1.3) provided on the following pages display the authorization data fields. These data fields are alphabetically listed in this document by their respective screen names to provide greater accessibility to the user.

Electronic Signature is required to commit (save) changes to access control records through Screen 10.1. Follow standard Esig logon procedures before attempting to commit (save) access control changes. Reference Appendix A for a listing of authorizations that require electronic signature capability.

SPECIAL NOTE

> Sites should conduct periodic reviews to assess that users have the correct access control authorizations. Sites should take corrective action to remove authorizations when no longer valid. Authorizations granted to CEFMS screens containing potentially sensitive or Privacy Act data should be reviewed often.
>
> **

21 FEB 01

(Screen image as of FEB 22, 1999)

```
┌─ v2.1.43 ──────────── ACCESS CONTROL MAINTENANCE SCREEN ───────────── 10.1 ─┐
│   ID NO: HUNTR6336  USERID: M2RMFRJH                                          │
│                                                          USER STATUS: I       │
│           NAME: RHONDA J         GARRETT                    ORIG PR&C: Y       │
│          TITLE: STAFF ACCOUNTANT           EMP TYPE: G      APRV PR&C: Y       │
│   ORGANIZATION: M2B0200 FINANCE AND ACCOUNTING BRANC       CERT PR&C: Y       │
│ ACCESS EXPIRATION DATE:                              ENG 93 C.O.R. APPRV:      │
│ OFFICE SYMBOL: CESWF-RM-F       CORPSMAIL:           ENG 93 P.M. APPRV:        │
│                                                         FINAN APRV: Y          │
│       ADDRESS: USAED, FORT WORTH                         TECH APRV: Y          │
│                CESWF-RM-F, (SWF)                     ACCPT CUST ORD: Y          │
│                PO BOX 17300                      AUTHORIZED RECEIVER: Y         │
│          CITY: FORT WORTH                               SUPERVISOR: Y          │
│         STATE: TX TEXAS              ZIP CODE: 76102-0300  PLO:   ACPERS: Y     │
│       COUNTRY: US  UNITED STATES                         TIMEKEEPER:           │
│       ─────────────── TELEPHONE NUMBERS ───────────── COST TRANSFER: Y         │
│    COMMERCIAL:                      AUTOVON:              FUND OVRD:            │
│           FTS:                          FAX:         PERIOD CONTROL: Y          │
│ ─ F9 CREATE RECORD ──── <PGDN> NEXT PAGE ──── <END> COMMIT ──── F10 EXIT ─┘
│                                                                               │
│ Enter unique user identification.  F4 for list.                               │
│ Count: *1                                                  <List><Replace>     │
│ Exit: ALT-F10                                                                 │
```

(Screen image as of FEB 22, 1999)

```
┌─ v2.1.43 ──────────── DM ACCESS CONTROL MAINTENANCE SCREEN ───────────── 10.1.1 ─┐
│                                                                                   │
│   ID NO: HUNTR6336   USERID: M2RMFRJH              NAME: GARRETT                   │
│                                                                                   │
│             AUTHORIZED COLLECTOR: Y        RECEIPT VOUCHER AUDITOR:                │
│          DISBURSING AUTHORIZATION:         RECEIPT VOUCHER CERTIFIER:              │
│ DISBURSING/DEPUTY DISBURSING OFFICER:        PROCESS RECEIPT VOUCHER:              │
│       GENERATE CUSTOMER ORDER BILLS: Y    LABOR DISTRIBUTION AUTHORITY:            │
│       INTRA CORPS TRANSFER AUTHORITY: Y    GOVERNMENT ORDER ACCEPTOR: Y            │
│             AGENCY RATE AUTHORITY: Y          OBLIGATION APPROVER: Y               │
│         ORGANIZATION RATE AUTHORITY: Y           INVOICE CREATOR: Y                │
│          TRAVEL REQUESTING OFFICIAL: Y      PRC AUTHORIZED ASSIGNER: Y             │
│           TRAVEL APPROVING OFFICIAL:              FUNDING CREATOR:                 │
│        TRAVEL AUTHENTICATING OFFICIAL:      JOB ORDER FUNDING CREATOR:             │
│ TRAV VOUCHER/L.D. PHONE REVIEWER AUTH:    GENERATE PLANT RENTAL BILLINGS:          │
│           IATS INTERFACE AUTHORITY:        GENERATE INVENTORY BILLINGS:            │
│          RELEASE OF CLAIMS AUTHORITY:      GENERATE FACILITY BILLINGS: Y           │
│     GENERAL LEDGER JOURNAL AUTHORITY: Y    RESOURCE PLANS / ESTIMATES              │
│          AUTHORIZED PROPERTY OFFICER: Y                     APPROVER: Y            │
│ ─ F9 CREATE RECORD ──── <PGDN> NEXT PAGE ──── <END> COMMIT ──── F10 EXIT ─┘
│                                                                                   │
│ Enter 'Y' to allow the user to Collect Funds.                                     │
│ Count: *1                                                        <Replace>         │
│ Exit: ALT-F10                                                                     │
```
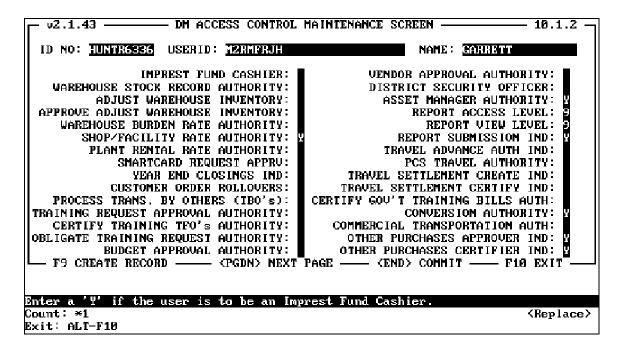
(Screen image as of FEB 22, 1999)

```
┌─ v2.1.43 ──────── DM ACCESS CONTROL MAINTENANCE SCREEN ──────── 10.1.2 ─┐
│                                                                          │
│  ID NO: HUNTR6336  USERID: M2RMFRJH              NAME: GARRETT           │
│                                                                          │
│              IMPREST FUND CASHIER: █    VENDOR APPROVAL AUTHORITY: █     │
│   WAREHOUSE STOCK RECORD AUTHORITY: █    DISTRICT SECURITY OFFICER: █    │
│            ADJUST WAREHOUSE INVENTORY: █    ASSET MANAGER AUTHORITY: Y    │
│   APPROVE ADJUST WAREHOUSE INVENTORY: █       REPORT ACCESS LEVEL: 9     │
│        WAREHOUSE BURDEN RATE AUTHORITY: █        REPORT VIEW LEVEL: 9    │
│           SHOP/FACILITY RATE AUTHORITY: Y     REPORT SUBMISSION IND: Y   │
│            PLANT RENTAL RATE AUTHORITY: █    TRAVEL ADVANCE AUTH IND: █   │
│               SMARTCARD REQUEST APPRV: █      PCS TRAVEL AUTHORITY: █     │
│                YEAR END CLOSINGS IND: █    TRAVEL SETTLEMENT CREATE IND: █│
│              CUSTOMER ORDER ROLLOVERS: █    TRAVEL SETTLEMENT CERTIFY IND:█│
│      PROCESS TRANS. BY OTHERS (TBO's): █  CERTIFY GOV'T TRAINING BILLS AUTH:█│
│    TRAINING REQUEST APPROVAL AUTHORITY: █        CONVERSION AUTHORITY: Y  │
│        CERTIFY TRAINING TFO's AUTHORITY: █  COMMERCIAL TRANSPORTATION AUTH:█│
│     OBLIGATE TRAINING REQUEST AUTHORITY: █   OTHER PURCHASES APPROVER IND: Y│
│                BUDGET APPROVAL AUTHORITY: █   OTHER PURCHASES CERTIFIER IND:Y│
│ └─ F9 CREATE RECORD ──── <PGDN> NEXT PAGE ──── <END> COMMIT ──── F10 EXIT ─┘│
│                                                                          │
│ Enter a 'Y' if the user is to be an Imprest Fund Cashier.                │
│ Count: *1                                                    <Replace>    │
│ Exit: ALT-F10                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

(Screen image as of FEB 22, 1999)

```
┌─ v2.1.43 ──────── DM ACCESS CONTROL MAINTENANCE SCREEN ──────── 10.1.3 ─┐
│                                                                          │
│  ID NO: HUNTR6336  USERID: M2RMFRJH              NAME: GARRETT           │
│                                                                          │
│  OTHER PURCHASES OBLIGATOR IND: █  REVENUE GENERATING AGREEMENT MAIL CODE: █│
│              ACCRUAL AUTHORITY: Y        S&A COST TRANSFER IND: █         │
│         BUDGET FORMULATION LEVEL: █   S&A MEMO PLACEMENT AUTH IND: █      │
│            COST SHARE CONTROL IND: █   MULTI-PURPOSE POWER AUTH IND: █    │
│        COST SHARE ESCROW/LOC AUTH: █            INCOME TRNS IND: Y        │
│     COST SHARE RECORD EARNINGS IND: █        FUNDING ACCOUNT IND: Y      │
│      COST SHARE RECORD IN-KIND IND: █   FUNDING ACCOUNT OVERHEAD IND: █  │
│             LEDGER POSTING AUTH: █  FOREIGN CURRENCY REVALUATION AUTH IND:█│
│               S&A OBLIGATION AUTH: Y             REORG AUTH IND: █        │
│        DISBURSING SCRTY ADMIN AUTH: █     EXPENDITURE AUTHORITY IND: █    │
│            REVERSE ACCRUALS AUTH: Y       S&A TRANSFER TO UFC IND: Y     │
│                ASSET BATCH IND: Y   ELECTRONIC FUNDS TRANSFER AUTH IND: █ │
│        CUPBOARD STOCK TRANSFER IND: █ DATA MGR ESIG FAIL RESOLUTION AUTH IND:█│
│          SAACONS INTERFACE AUTH IND: █  LABOR CERTIFICATION AUTHORITY IND: █│
│            TRAVELERS CHECKS AUTH IND: █       S&A PROCESS AUTHORITY: █    │
│ └─ F9 CREATE RECORD ──── <PGDN> NEXT PAGE ──── <END> COMMIT ──── F10 EXIT ─┘│
│                                                                          │
│ 'Y' if the user is authorized to obligate other purchases (SF44s, BPAs, etc.)│
│ Count: *1                                                    <Replace>    │
│ Exit: ALT-F10                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

CEFMS ACCESS CONTROL

AUTHORIZATION	AFFECTED FUNCTIONALITIES

ACCPT CUST ORD

*FUNDING

- Grants authority to:

  • accept a customer order as the Accepting Officer via the Customer Order - Acceptance Screen (Screen 2.13.8). Other Customer Order Screens (2.13 series) may be viewed.

ACCRUAL AUTHORITY

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  • create/update accruals via the Accruals Create/Update Screen (Screen 6.36).

ACPERS

*ACPERS INTERFACE

- Grants authority to:

  • execute the ACPERS interface program which loads personnel data to the CEFMS Employee Master Table.

  • view, update or insert employee information stored in the Employee Master Table via the Employee Maintenance Screen (Screen 10.47).

  • view employee records rejected from the ACPERS file. Erroneous data may be corrected and loaded to the Employee Master Table via the ACPERS Employee Edit and Load Screen (Screen 5.167).

  • view employee data via the View Employee Screen (Screen 15.169).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

ADJUST WAREHOUSE INVENTORY

*INVENTORY MANAGEMENT

- Grants authority to:

  • adjust actual count per physical inventory via the Physical Inventory Create/Update Screen (Screen 2.82).

AGENCY RATE AUTHORITY

*LABOR/PAYROLL

- Grants authority to:

  • set an Annual Leave Recovery Rate via the Annual Leave Recovery Rate Maintenance Screens (Screens 5.95 and 5.95.1).

  • set a general and administrative overhead rate via the General Overhead Rate Maintenance Screen (Screen 5.97). This rate generates income to cover the general and administrative overhead expenses of the Field Operating Agency (FOA).

  • set an Other Leave Recovery Rate via the Other Leave Recovery Rate Maintenance Screen (Screen 5.111). Excluding annual leave, other leave includes all other paid absences from duty.

  • apply or reverse departmental, area office or general and administrative overhead as well as facility burden by a specified dollar value via the Overhead/Distribution/Correction Screen (Screen 5.98.1).

  • record a "cash award" or VSIP given to an employee via the Cash Award Maintenance Screen (Screen 5.112).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- record the government contributions following receipt of the actual cost from the payroll office via the Government Contributions Account Maintenance Screen (Screen 5.88).

- record payroll information via the Labor and Payroll Account Maintenance Screen (Screen 5.114) upon receipt of actual cost from payroll, the gross payroll amount and severance pay may be entered for the pay period.

- record the value of accrued annual leave for an employee transferring to or from another Corps activity via the Accrued Annual Leave Transfer Screen (Screen 2.63). This action transfers the leave liability from one Revolving Fund (RF) activity to another.

- record payment of lump sum leave upon receipt of information from the payroll office via the Annual Leave Account Maintenance Screen (Screen 5.84).

- record payment of lump sum leave upon receipt of information from the payroll office via the Government Furnished Quarters Screen (Screen 9.12.3).

APPROVE ADJUST   ***INVENTORY MANAGEMENT**
WAREHOUSE INVENTORY

- Grants authority to:

  - approve adjustment of physical inventory via the Physical Inventory Create/Update Screen (Screen 2.82).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

APRV PR&C

REQUEST FOR GOODS AND SERVICES

- Grants authority to:

  - approve all types of purchase requests (PRs) via the Purchase Request Approval/Certification Screen (Screen 2.35).

ASSET BATCH IND

ASSET/MANAGEMENT

- Grants authority to:

  - submit standalone batch programs related to asset management via the Batch Program option of the Asset/Facility Management Menu (1.181).

ASSET MANAGER AUTHORITY

ASSET/FACILITY MANAGEMENT

- Grants authority to:

  - reverse a previously recorded place in service transaction via the Reverse Place In Service Transaction Screens (Screens 2.11.D, 2.11.D.1, and 2.11.D.2).

  - update the property phase of a military or civil fixed asset via the Change Property Phase Screen (Screen 2.28.3).

  - display historical property phase data relating to civil and military fixed assets via the Property Phase History Screen (Screen 2.84.4).

  - change the property ID code assigned to a civil or military fixed asset via the Change Property ID Code Screen (Screen 2.27).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- update the property category code of a civil or military fixed asset via the Reclassify Fixed Asset Update Screen (Screen 2.26).

- activate a military or civil personal property fixed asset into service via the Place In Service Civil/Military Personal Property Screens (Screens 2.24, 2.24.1, and 2.24.2).

- activate a civil or military real property fixed asset into service via the Place in Service Civil/Military Real Property Screens (Screens 2.14 and 2.14.1).

- reverse a previously recorded place in service revolving fund transaction via the Reverse Place In Service Transaction Screen (Screen 2.16.D).

- activate into service a RF addition and betterment work item via the Revolving Fund Addition/Betterment Place in Service Screen (Screen 2.11.3).

- define additions and betterments and guide the user to update data relating to placing additions and betterments into service via the Additions/Betterments Comments Screen (Screen 2.11.4).

- activate a Revolving Fund Group or Non-Group fixed asset into service via the Place In Service Revolving Fund Group/Non-Group Fixed Asset Screen (Screens 2.11, 2.11.1 and 2.11.2).

- activate a Revolving Fund set fixed asset into service via the Place In Service Revolving Fund Set Fixed Asset Screen (Screen 2.16).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   AFFECTED FUNCTIONALITIES

- transfer out civil or military construction-in-progress (CIP) costs to another appropriation or agency via the Transfer-Out W/O Reimb Construction-In-Progress Cost Screen (Screen 2.25A).

- transfer in civil or military CIP costs from another appropriation or agency via the Transfer In Construction-In-Progress Cost Screen (Screen 2.29).

- transfer CIP costs to expense for non-feasible construction projects via the Transfer Unfeasible CIP Cost to Expense Screen (Screen 2.23).

- establish Civil or Military sets during pre-conversion via the Create/Civil/Mil Set Property ID Code Association Screen (Screen 2.74T).

- establish Revolving Fund sets during pre-conversion via the Create Set Property ID Code Association Screen (Screen 2.74X).

- create or update transactions relating to loss or damages to RF fixed assets via the Create/Update Casualty Transaction Screen (Screen 2.CAS).

*APPMS INTERFACE

- Grants authority to:

  - view the hand receipt account number for individuals responsible for property and who have accounts in the Automated Personal Property Management System (APPMS) via the APPMS Hand Receipt Maintenance Screen (Screen 10.147).

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CEFMS ACCESS CONTROL - Cont.

<u>AUTHORIZATION</u>   <u>AFFECTED FUNCTIONALITIES</u>

*D<small>ATA</small> M<small>ANAGER</small>

- Grants authority to:

  • maintain a listing of revolving fund fixed asset casualty indicators via the Revolving Fund Fixed Asset Casualty Indicators Screen (Screen 10.886).

  • maintain a listing of property category codes for depreciation updates posted to cost accounts via the Property Category Screen (Screen 10.31).

  • identifies categories for RF non-group property via the Non-Group Identifier Screen (Screen 10.36).

  • provide property identification codes and descriptions for civil, military, and RF properties via the Property Screen (Screen 10.37).

  • Identifies fixed asset methods of acquisition via the Method of Acquisition Screen (Screen 10.38).

  • enter the minimum and maximum useful life years allowed for the respective property category codes via the Property Category Useful Life Years Minimum/Maximum Screen (Screen 10.66).

  • identify Plant Replacement Improvement Program (PRIP) numbers and descriptions via the PRIP Number Maintenance Screen (Screen 10.141).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	**AFFECTED FUNCTIONALITIES**

AUTHORIZED COLLECTOR

BILLINGS/COLLECTIONS

- Grants authority to:

  - record a collection for self, by others or for others as an authorized collector per the collection options via the Collections Menu Screen (Screen 8.3). Collections recorded by an authorized collector must be certified by a disbursing officer.

AUTHORIZED PROPERTY OFFICER

APPMS INTERFACE

- Grants authority to:

  - correct APPMS purchase request error file via the APPMS Purchase Request Approval Error File Screens (Screens 3.52E and 3.52E.1).

AUTHORIZED RECEIVER

EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - officially record the receipt of goods or services for which obligations have been previously established via the Create/Update Receiving Report Screen (Screen 2.42).

SUPERVISORY AND ADMINISTRATIVE (S&A)

- Grants authority to:

  - officially record the receipt of goods for which obligations have been previously established via the S&A Payable Manual Screen (Screen 20.1).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

BUDGET APPROVAL   ***OPERATING BUDGET**
AUTHORITY

- Grants authority to:

    • approve operating budget; usually given to the
      Command and/or Deputy Commander via the
      Approve Operating Budget Screen (Screen
      2.108.4).

BUDGET FORMULATION   ***OPERATING BUDGET**
LEVEL

- Grants authority to:

    • adjust global labor rates via the Global Labor
      Rate Adjustments Screen (Screen 2.108.6).

    • create/update labor estimates by selected
      appropriation if the budget is unapproved and
      the selected organization or a higher level
      parent organization is unlocked via the
      Schedule Labor Estimates By Appropriation
      Screen (Screen 2.108).

    • lock a budget or an organization within a
      budget number via the Lock/Unlock Operating
      Budget Screen (Screen 2.108.12).

    • adjust organizational labor rates via the
      Organizational Labor Rate Adjustments
      Screen (Screen 2.108.7).

    • view the spread of monthly labor hours within
      an organization via the Monthly Labor Spread
      Screen (Screen 2.108.8).

    • access the various Operating Budget menus
      including Operating Budget Menu (1.31.1),
      Operating Budget Menu - Revenue (1.31.2),
      Operating Budget Menu - Expenses (1.31.3),

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

Operating Budget Menu - Labor (1.31.4), and Operating Budget Menu - Utilities (1.31.5).

- allocate manpower for an operating budget via the Budget Manpower Allocation Screen (Screen 2.108.12).

- create a budget fiscal year and assign a budget number via the Create Budget Year & Number Screen (Screen 2.108.3).

- create/update operating budget revenue amounts per selected organization code via the Budget Revenue Screen (Screen 2.108.2).

- copy 'any' operating budget to a receiving 'unapproved' operating budget by organization via the Create Budget Year & Number Screen (Screen 2.108.13).

CERT PR&C

***TRAVEL**

- Grants authority to:

  - decommit selected travel orders via the Travel Order De-Commit Screen (Screen 7.63).

***REQUEST FOR GOODS AND SERVICES**

- Grants authority to:

  - certify all types of purchase requests via the Approval/Certification Screen (Screen 2.35).

CERTIFY GOV'T TRAINING BILLS AUTH

***EXPENDITURES/DISBURSEMENTS**

- Grants authority to:

  - review and certify previously recorded non-TBO disbursed training billings via the Government Training Billings Certification

AUTHORIZATION	AFFECTED FUNCTIONALITIES
	Screen (Screen 8.22.5) through the certify Government training billings option on the Government Order Billings Menu (Screen 1.GB).
CERTIFY TRAINING TFO's AUTHORITY	*BILLINGS/COLLECTIONS - Grants authority to: • certify training TFO billings per customer ID/obligation number via the Training TFO Billing Certification Screens (Screens 8.22.14 and 8.22.16) and Training TFO Billing Courses/Fees Screen (Screen 8.22.15). These screens are accessed through the Certify TFO Training billings option on the Training Billings Menu (Screen 4.DB).
COMMERCIAL TRANSPORTATION AUTH	*TRAVEL - Grants authority to: • approve commercial transportation obligations via the Obligation Approval Screen (Screen 6.0). • create a receiving report for commercial transportation via the Government Transportation Receiving Report Screen (Screen 7.60).
CONVERSION AUTHORITY	*CONVERSION - Grants authority to: • execute post - conversion processing via option 9 of the Corps of Engineers Financial Management System Menu (Screen 1.60). This screen is accessed after the user is in conversion mode; which is attained by entering 'EFF.DTE' in the selection block of screen 1.2 and entering a 'C' as the operating mode on the EFF.DTE screen.

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

**COST SHARE
CONTROL IND**

*COST SHARE

- Grants authority to:

    • use cost share control menu option 3 via the
      Cost Sharing Menu (Screen 1.35.1) to create
      a cost share control record.

**COST SHARE
ESCROW/LOC
AUTH**

*COST SHARE

- Grants authority to:

    • create/update cost share escrow/loc accounts
      via cost share control menu option 6 via the
      Cost Sharing Menu (Screen 1.35.1).

**COST SHARE RECORD
EARNINGS IND**

*COST SHARE

- Grants authority to:

    • record cost share sponsor earnings via cost
      share control menu option 8 on the Cost
      Sharing Menu (Screen 1.35.1).

**COST SHARE RECORD
IN-KIND IND**

*COST SHARE

- Grants authority to:

    • record sponsor in-kind (non-cash) costs via
      cost share control menu option 9 on the Cost
      Sharing Menu (Screen 1.35.1).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

COST TRANSFER

*TRANSFERS

- Grants authority to:

  • record non-labor cost transfers within an FOA
    via the cost transfer within FOA option on the
    Transfers Selection Menu (Screen 1.35).

  • transfer recorded labor expenses from one
    charge code to another via the Labor Cost
    Transfer Screen (Screen 2.62).

CUPBOARD STOCK
TRANSFER IND

*INVENTORY MANAGEMENT

- Grants authority to:

  • transfer value of cupboard stock from expense
    to inventory account via the Cupboard Stock
    Closing Inventory Screen (Screen 7.4.8).

CUSTOMER ORDER
ROLLOVERS

*FUNDING

- Grants authority to:

  • move the unobligated funds on a customer
    order to a current year financing appropriation
    via the customer order rollover menu option
    on the Customer Order Menu (Screen 6.7).

DISBURSING
AUTHORIZATION

*COLLECTIONS & DEPOSITS

- Grants authority to:

  • record a collection for self, by others or for
    others as an authorized disburser via the
    collection options on the Collections Menu
    (Screen 8.3). Collection recorded by an

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

authorized disburser must be certified by a disbursing officer.

- reverse a certified collection voucher via the reverse collection voucher option on the Collections Menu (Screen 8.3). Collection vouchers reversed by an authorized disburser must be certified by a disbursing officer.

- create/adjust deposits via the create/ confirm/adjust deposits option on the Prepare Bills and Collect Funds Transactions Menu (Screen 1.27). Deposits created/ adjusted by an authorized disburser must be confirmed by a disbursing officer.

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - process Contract Disbursements from the Expenditures/Disbursement Menu (Screen 1.16).

  - process other Disbursements via the Corps of Engineers Other Disbursement Menu (Screen 1.10).

  - create or update TFO miscellaneous disbursements via the TFO Disbursement Create/Update Screen (Screen 7.20.2).

  - void miscellaneous disbursement checks via the Void Misc. Disbursement Checks Screen (Screen 6.45.3).

  - void contract disbursement checks via the Void Contract Disbursement Checks Screen (Screen 2.45V).

CEFMS ACCESS CONTROL - Cont.

- • print disbursements files using Print Disbursement Files Menu (Screen 6.42).

- • certify a travel order advance via the Travel Order Advance Certification Screen (Screen 7.15).

- • process miscellaneous disbursement vouchers for the various miscellaneous disbursement types via the Miscellaneous Disbursement Voucher Screen (Screen 7.20).

*TRAVEL

- - Grants authority to:

  - • issue travelers checks for a travel order via the Transfer Check Sales Register Create Screen (Screen 7.19).

  - • process Travel Disbursements from the Travel Processing Menu (Screen 8.5).

  - • log travelers checks inventory data via the Travelers Checks Control Create/Update Screen (Screen 7.18).

  - • log travelers checks inventory information via the Travelers Checks Control Create/Update Screen (Screen 7.18).

  - • issue travelers checks for a travel order via the Transfer Check Sales Register Create Screen (Screen 7.19).

  - • void travelers checks via the Void Check Processing Screen (Screen 6.45.3).

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CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- certify a travel order advance via the Travel Order Advance Certification Screen (Screen 7.15).

- process travel disbursements from the Travel Processing Menu (Screen 8.5).

DISBURSING/DEPUTY
DISBURSING OFFICER

*COLLECTIONS & DEPOSITS

- Grants authority to:

  - record and/or certify collections for self, by others or for others via the collection options on the Collections Menu (Screen 8.3)

  - create and/or certify collection voucher reversals via the reverse collection voucher option on the Collections Menu (Screen 8.3)

  - create, adjust and/or confirm deposits via the create/confirm/adjust deposits option on the Prepare Bills and Collect Funds Transactions Menu (Screen 1.27).

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - sign electronically for a check register via the Disbursing Officer Check Register Signature Screen (Screen 6.44).

*TRAVEL

- Grants authority to:

  - certify a travel order advance via the Travel Order Advance Certification Screen (Screen 7.15).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

- create/update a travel order advance via the Travel Order Advance Create/Update Screen (Screen 1.AA).

- log travelers checks inventory information via the Travelers Checks Control Create/Update Screen (Screen 7.18).

- issue travelers checks for a travel order via the Transfer Check Sales Register Create Screen (Screen 7.19).

- void travelers checks via the Void Check Processing Screen (Screen 6.45.3).

- process travel disbursements from the Travel Processing Menu (Screen 8.5).

DISBURSING SCRTY ADMIN AUTH

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

- print disbursements because of authorization as an electronic signature security officer via the Print Disbursement Files Menu (Screen 6.42).

DISTRICT SECURITY OFFICER

*ELECTRONIC SIGNATURE

- Grants authority to:

- perform Electronic Signature DSO functions via the Corps of Engineers Electronic Signature Menu (Screen 1.56).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

**ELECTRONIC FUNDS
TRANSFER IND**

S&A

- Grants authority to:

  • transfer funds electronically as permission is granted by the Employee Electronic Funds Transfer Screen (Screen 10.174). The Vendor Information Maintenance Screen (Screen 10.114) is used in conjunction with Screen 10.174 to post and/or verify vendor/non-vendor information as well as payment information for electronic transfers.

ENG 93 C.O.R. APPRV

EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  • allow Contracting Officer or Contracting Officer Representative to review, adjust, approve progress payments on projects that require periodic estimated payments based on the percentage of work completed via the Pay Estimate Create/Update Screen (Screen 2.45).

  • review and update a vendor's payment address via the Payment Address Update Screen (Screen 7.2.6B).

ENG 93 P.M. APPRV

EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  • allow a project manager to input progress payments on projects that require periodic estimated payments based on the percentage of work completed via the Pay Estimate Create/Update Screen (Screen 2.45).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

• review and update a vendor's payment address via the Payment Address Update Screen (Screen 7.2.6B).

EXPENDITURE AUTHORITY IND

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

• record the issue and application of expenditure authority through the Expenditure Authority Control function. This function is on the funding transactions menu.

FINAN APRV

*FUNDING

- Grants authority to:

• record the billing and financing information required to financially approve a customer and a customer order via the financially approve customer orders option on the Customer Order Menu (Screen 6.7).

• correct customer order and customer order line item information using the correction options on the Customer Order Menu (Screen 6.7).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

FOREIGN CURRENCY   *FOREIGN CURRENCY
REVALUATION AUTH IND

  - Grants authority to:

    - allow one budget rate to be revalued to a
      different budget rate as restricted via the
      Foreign Currency Revaluation Screen (Screen
      22.10).

FUND OVRD   *REQUEST FOR GOODS AND SERVICES

  - Grants authority to:

    - approve PR&C's to be certified in excess of
      the funds authorized in the funding account
      via the funding account override option on the
      Requests For Goods and Services Menu
      (Screen 1.6).

FUNDING ACCOUNT IND   *FUNDING

  - Grants authority to:

    - create/update Direct and Prip funding
      accounts, including Military S & A, for which
      the user is either the responsible employee or
      an alternate on the funding account work item.
      The user may not update General &
      Departmental Overhead Override indicators.
      A user with this permission may not have
      Funding Creator or Funding Account
      Overhead Ind permissions.

    - create/update customer order funding
      accounts for which the user is either the
      responsible employee or an alternate on the
      funding account work item. This is
      accomplished via the Funding Account
      Create/Update Screen (Screen 2.10.2) and

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CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

                                     the Adjust Customer Order Funding Account
                                     Screen (Screen 3.5A) respectively.

FUNDING ACCOUNT   ***FUNDING**
OVERHEAD IND

                                     - Grants authority to:

                                       • update the General and Departmental
                                         Overhead Override Indicators for all Direct
                                         and Prip (fund type 'D' and 'P') funding
                                         accounts via the Funding Account
                                         Create/Update Screen (Screen 2.10.2). A
                                         user may not have both this permission and
                                         Funding Account Ind permission.

FUNDING CREATOR   ***COST SHARE**

                                     - Grants authority to:

                                       • register cost share advances via option 7 on
                                         the Cost Sharing Menu (Screen 1.35.1).

                                       • register sponsor cash advances via the
                                         Register Cost Share Advances Screen
                                         (Screen 2.7.9).

                                     *FUNDING

                                     - Grants authority to:

                                       • create/update a funding authorization
                                         document (FAD) via the funding authorization
                                         document option (option 7) on the Corps of
                                         Engineers Funding Transactions Menu
                                         (Screen 1.5) including create/update of all
                                         direct and prip (fund type 'D' and 'P') funding
                                         accounts including military S&A. Also
                                         provides create/update authority for programs
                                         and funding registers.

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CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

GENERAL LEDGER
JOURNAL AUTHORITY

GENERAL LEDGER

- Grants authority to:

  • post general ledger entries via the General
    Ledger Screen (Screen 3.90).

GENERATE CUSTOMER
ORDER BILLING

BILLINGS/COLLECTIONS

- Grants authority to:

  • execute the generate customer order
    billings/advice notices option via the Customer
    Order Billings/Advice Notices Menu (Screen
    2.DB.1A).

GENERATE FACILITY
BILLINGS

ASSET/FACILITY MANAGEMENT

- Grants authority to:

  • create a shop/facility billing via the Shop &
    Facility Billings Create Screen (Screen 2.77),
    Distributable Cost Billing Create/Update
    Screen (Screen 2.84), Create External
    Distributable Billings Screen (Screen 2.77F) or
    Shop & Facility Job Orders Billing Screen
    (Screen 2.78).

  • adjust previous shop & facility billings via the
    Shop & Facility Billing Adjustment Screen
    (Screen 2.77AJ) or Distributable Cost Billing
    Adjustment Screen (Screen 2.84.1).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION

AFFECTED FUNCTIONALITIES

GENERATE INVENTORY
BILLINGS

*ASSET/FACILITY MANAGEMENT

- Grants authority to:

  • record inventory issues to local customers and
    transfers of warehouse stock to outside
    organizations via the Inventory Issues
    Create/Update Screens (Screens 2.80 and
    2.80.1).

  • record turn-ins of stock previously issued to
    in-house customers and determine if
    customers are due credit for the value of the
    stock via the Warehouse Inventory Returns
    and Allowances Screen (Screen 2.81).

GENERATE PLANT
RENTAL BILLINGS

*ASSET/FACILITY MANAGEMENT

- Grants authority to:

  • create/update a plant rental billing via the
    Plant Rental Billings Create Screen (Screen
    2.55).

  • adjust previous plant rental billings via the
    Plant Rental Billing Adjustment Screen
    (Screen 2.55AJ).

GOVERNMENT ORDER
ACCEPTOR

*OBLIGATIONS

- Grants authority to:

  • execute the Obligation-Government Order
    Acceptance option on the Corps of Engineers
    Obligation Transaction Menu (Screen 1.15).

  • deobligate government order obligations via
    the Government Order Deobligation option on

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

the Corps of Engineers Obligation Transaction Menu (Screen 1.15).

- closeout a Government Order for which a final billing has been received via the Closeout Government Order option on the Government Order Billings Menu (Screen 1.GB).

IATS INTERFACE
AUTHORITY

*IATS INTERFACE

- Grants authority to:

  - perform all interface functions on the Corps of Engineers IATS Interface Menu (Screen 1.54.1).

  - edit uploaded IATS data as it appears in the CEFMS data base via the Edit IATS Upload Data Screen (Screen 7.54).

  - extract all travel vouchers certified; create a file for each group in the CEFMSDATA directory and download them to the PC for import into IATS via the IATS Extract For Download Screen (Screen 7.40).

  - upload a voucher that has been created by IATS and create the appropriate settlement records.

  - resend previously transmitted files to IATS via the IATS Resend Data Screen (Screen 7.48A).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

IMPREST FUND   ***EXPENDITURES/DISBURSEMENTS**
CASHIER

    - Grants authority to:

        • allow authorized imprest fund cashier to
          record a receipt and create an accounts
          payable via the Imprest Fund Scheduling of
          Changes Screen (Screen 9.3).

        • print an imprest fund voucher payment
          schedule via the Imprest Voucher Payment
          Schedule Screen (Screen 9.3.7).

INCOME TRNS IND   ***TRANSFERS**

- Grants authority to:

        • transfer income within FOA via Revolving Fund
          Income Transfers (Screen 7.4.9).

INTRA CORPS   ***TRANSFERS**
TRANSFER
AUTHORITY   - Grants authority to:

        • identify Revolving Fund depreciation
          previously transferred to HQ during FY of
          conversion to CEFMS via the Intra Corps
          Funds Transfer Conversion Screen (Screen
          7.4.C).

        • view the transaction register resulting from the
          transfer of funds intra Corps via the Intra
          Corps Funds Transfer Accounts Screen
          (Screen 7.4.2).

        • transfer funds from one Revolving Fund
          activity to another without the issuance of a
          Treasury check via the Intra Corps Funds
          Transfer Screen (Screen 7.4.1).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION

AFFECTED FUNCTIONALITIES

INVOICE CREATOR

****EXPENDITURES/DISBURSEMENTS**

- Grants authority to:

  - record and certify training billings received from government training/activities/vendors thereby creating an accounts payable via the Government Training Billings Screen (Screen 8.22).

  - review and update a vendor mailing and payment address for a specified obligation number via the Payment Address Update Screen (Screen 8.22.11).

  - view a breakdown of a specific SF1556 reference number via the Training SF1556 Reference Screen (Screen 8.22.2).

  - view and certify training billings via the Government Training Billings Certification View Screen (Screen 8.22.3).

  - record a billing received for a government order via the Government Order Billing Screen (Screen 7.2.1).

  - view and update a vendor payment address for a specified obligation number via the Payment Address Update Screen (Screen 7.2.6F).

  - create Government travel invoices via the GTR Invoice Create/Update Screen (Screen 7.6.2).

  - establish a system record noting the receipt of the vendors request for payment for goods or services performed via the Invoice Create/Update Screen (Screen 2.44).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

- view the discount percentage and discount days for a specified obligation via the Obligation Discounts Screen (Screen 2.44.2).

- review and update a vendor's mailing and payment address via the Payment Address Update Screen (Screen 7.2.6A).

JOB ORDER FUNDING CREATOR

*ASSET/FACILITY MANAGEMENT

- Grants authority to:

- create/update job order work items within a revolving fund shop or facility via the Shop and Facility Job Order - Work Item Create/Update Screen (Screen 2.100J).

LABOR CERTIFICATION AUTH IND

*FUNDING

- Grants authority to:

- assign certifiers for purchase request funds.

LABOR DISTRIBUTION AUTHORITY

*LABOR/PAYROLL

- Grants authority to:

- initiate a batch process which takes signed labor data, calculate labor cost and update appropriate accounts via the Labor Distribution Processing Screen (Screen 5.152).

- view rejected transactions from the labor distribution program via the Labor Distribution Errors Maintenance Screen (Screen 6.37).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION | **AFFECTED FUNCTIONALITIES**

LEDGER POSTING AUTH | ***GENERAL LEDGER**

- Grants authority to:

• execute the posting of general ledgers and view the status of cycles retained for a general ledger posting via the General Ledger Posting Control Screen (Screen 10.GL). The site Data Base Administrator must give the user permission to add a record to the GL-Posting-Log and update the GL-Posting-Control tables before ledger posting authority can be given.

MULTI-PURPOSE POWER AUTH IND | ***MULTI-PURPOSE/DATA MANAGER**

- Grants authority to:

• allow access to the following Multi-Purpose Screens:
    ♦ Multi-Purpose Equity (Screen 10.154)
    ♦ Multi-Purpose Joint Purpose (Screen 10.156)
    ♦ Multi-Purpose Work Breakdown Element Purpose (Screen 10.158)
    ♦ Multi-Purpose Work Item Purpose (Screen 10.159)
    ♦ Multi-Purpose Work Item Activity (Screen 10.169)
    ♦ Multi-Purpose Work Item Authorization (Screen 10.161)
    ♦ Multi-Purpose Project Identification Maintenance (Screen 10.184)

OBLIGATE TRAINING REQUEST AUTHORITY | ***OBLIGATIONS**

- Grants authority to:

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

                                       • obligate a training request via the obligation-training requests option on the Corps of Engineers Obligation Transaction Menu (Screen 1.15).

                                       • deobligate a training request via the training requests deobligation option on the Corps of Engineers Obligation Transaction Menu (Screen 1.15).

OBLIGATION APPROVER

TRAVEL

- Grants authority to:

    • deobligate selected permanent change of station (PCS) travel orders via the PCS Travel Order Deobligation Screen (Screen 7.58).

    • deobligate funds for a travel order via the Travel Order Deobligation Screen (Screen 7.38).

OBLIGATION

- Grants authority to:

    • approve an obligation via the Obligation Approval Screen (Screen 6.0).

ORGANIZATION RATE AUTHORITY

LABOR/PAYROLL

- Grants authority to:

    • create an average hourly labor rate for an organization via the Organizational Average Hourly Rate Maintenance Screen (Screen 5.99).

CEFMS ACCESS CONTROL - Cont.

<u>AUTHORIZATION</u>   <u>AFFECTED FUNCTIONALITIES</u>

- establish indirect labor rates for departmental overhead organizations, area offices, and certain facility organizations via the Indirect Add-On Rate Maintenance Screen (Screen 5.98).

ORIG PR&C   *<u>R</u><u>EQUEST</u> <u>F</u><u>OR</u> <u>G</u><u>OODS</u> <u>A</u><u>ND</u> <u>S</u><u>ERVICES</u>

- Grants authority to:

  - create/update contractual purchase requests (PRs) and plant rental, shop/facility services, training, and warehouse stock PRs via the Purchase Request Create/Update Screen (Screens 2.34, 2.34.1 and 2.34.6).

  - create/update a Government order PR via the Government Order Create/Update Screens (Screens 2.34.2 and 2.34.3).

  - create/update PR line items for the various types of PRs via the Purchase Request Line Item Create/Update Screens (Screens 2.36, 2.36.1 and 2.36.2).

  - create/update line items for contractual purchase requests via the Purchase Request Line Item Create/Update Screens (Screens 2.36, 2.36.1, 2.36.2 and 2.36.3) where applicable.

*<u>F</u><u>UNDING</u>

- Grants authority to:

  - originate purchase requests against specific funding account work items using the assign work item/PR originator option on the Corps of Engineers Work Item P/R Authorization Assignment Menu (Screen 1.9).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

*TRAVEL

- Grants authority to:

  - create/update PRs for PCS travel via the Purchase Request Create/Update Screens (Screens 2.34, 2.34.1, and 2.34.6).

  - create/update PR line items for the PCS Travel PR via the Purchase Request Line Item Create/Update Screens (Screens 2.36 and 2.36.1).

OTHER PURCHASES APPROVER IND

*REQUEST FOR GOODS AND SERVICES

- Grants authority to:

  - approve all types of miscellaneous purchase requests (PRs) via the Purchase Request Approval/Certification Screen (Screen 2.35).

OTHER PURCHASES CERTIFIER IND

*REQUEST FOR GOODS AND SERVICES

- Grants authority to:

  - certify all types of miscellaneous purchase requests via the Purchase Request Approval/Certification Screen (Screen 2.35).

OTHER PURCHASES OBLIGATOR IND

*OBLIGATIONS

- Grants authority to:

  - approve miscellaneous purchase request/obligation via the Misc Purchase Request/Obligation Screen (Screen 2.360).

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CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

PCS TRAVEL AUTHORITY

*TRAVEL

- Grants authority to:

  - approve a PCS travel order obligation via the PCS Travel Order Obligation Approval Screen (Screen 7.50).

PERIOD CONTROL

*DATA MANAGER

- Grants authority to:

  - close and/or re-open accounting periods via the Period Control Update Screen (Screen 10.130).

PLANT RENTAL RATE AUTHORITY

*ASSET/FACILITY MANAGEMENT

- Grants authority to:

  - create/update Revolving Fund fixed asset rental rates via the Fixed Asset Rental Rates Create/Update Screen (Screen 2.75).

PLO

*TIMEKEEPER FUNCTIONS

- Grants authority to:

  - view end of pay period edits, i.e., time and attendance data is compared to an employee or organizational work schedule with tour of duty checks being performed via the Tour of Duty Edits Screen (Screen 17.12).

  - view an employee's time and attendance (T&A) status, default charge code, repeating schedule or rotating shift via the Employee Work Day Screen (Screen 17.4.1).

CEFMS ACCESS CONTROL - Cont.

<u>AUTHORIZATION</u>   <u>AFFECTED FUNCTIONALITIES</u>

- view corrections to labor cost data for prior pay periods via the Previous Period Labor Certification Screen (Screen 9.1.2).

- view and verify approved labor adjustment records via the Labor Adjustment View Screen (Screen 9.1.1).

- identify prior year or completed Revolving Fund labor charge codes via the Prior Year Completed "B" Charge Code Screen (Screen 6.35.1).

- view an employee tour of duty (TOD) if the employee's work schedule does not agree with the default (organizational) schedule via the Employee Tour of Duty Screen (Screen 17.6.1).

*SUPERVISOR FUNCTIONS

- Grants authority to:

- view current period time, attendance and labor via the Current Period Time, Attendance & Labor Certification Screen (Screen 17.7).

*PAYROLL LIAISON OFFICER (PLO) ACTIVITIES

- Grants authority to:

- assign timekeepers and alternates to keep time for specified organization codes via the Timekeeper Assignment Screen (Screen C1.2).

- override employee data when an individual is temporarily assigned to another work location

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

via the Work Location Override Maintenance Screen (Screen C1.6).

- view a list of timekeepers who have not successfully completed time and attendance for a given period via the Time and Attendance Status Screen (Screen C1.7).

- view a list of timekeepers who have not successfully completed labor for a given period of time or supervisor who have not electronically signed data via the Labor Status Screen (Screen C1.8).

- reset various flags, permitting a timekeeper to rerun a program following an unsuccessful run via the Timekeeper Control Screen (Screen C1.9).

- correct invalid supervisor codes via the Labor Certification Update Supervisor Code Screen (Screen 6.39).

PRC AUTHORIZED ASSIGNER

*FUNDING

- Grants authority to:

- allow a funding account work item responsible employee to assign specific users to originate, approve and/or certify purchase requests for their funding account work items using the options on the Corps of Engineers work item P/R Authorization Assignment Menu (Screen 1.9).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

PROCESS RECEIPT VOUCHER

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  • allow users to execute batch process to match receiving reports and invoices.

PROCESS TRANS. BY OTHERS (TBO's)

*COLLECTIONS & DEPOSITS

- Grants authority to:

  • allow record collections by others using the collection by others option on the Collections Menu (Screen 8.3).

RECEIPT VOUCHER AUDITOR

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  • permit persons from the Examination Section of the F&A office to audit receipt vouchers via the Receipt Voucher Certification Screen (Screen 2.37).

*TRAVEL

- Grants authority to:

  • certify a travel order advance via the Travel Order Advance Certification Screen (Screen 7.15).

RECEIPT VOUCHER CERTIFIER

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  • permit authorized persons from the Examination Section of the F&A office to

CEFMS ACCESS CONTROL - Cont.

<u>**AUTHORIZATION**</u>   <u>**AFFECTED FUNCTIONALITIES**</u>

certify receipt vouchers via the Receipt
Voucher Certification Screen (Screen 2.37).

- certify Government Order Billings for payment
  via the Government Order Billing Certification
  Screen (Screen 7.2.3).

- certify cost transfers for payments between a
  military and civil appropriation and require a
  check to effect the transfer of funds via the
  Cost Transfer Certification Screen (Screen
  7.4.5.3).

- certify imprest fund reimbursement schedules
  via the To Reimburse Cashier's Fund Screen
  (Screen 9.3.3).

- reverse a final invoice for a specified
  obligation via the Final Invoice Reversal
  Screen (Screen 2.44.1).

- certify a Military Passback via the Military
  Passback Certification Screen (Screen
  7.4.5.1).

- reverse or delete a receipt voucher if the
  voucher does not have a certifier pay date via
  the Receipt Voucher Reversal Screen (Screen
  2.39).

- certify credit card receipt vouchers via the
  Blanket Purchase Agreement Invoice Screen
  (Screen 2.44B).

- post contractor liquidated damages via the
  Contractor Liquidated Damages Screen
  (Screen 2.45A).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

*TRAVEL

- Grants authority to:

    • certify a travel order advance via the Travel Order Advance Certification Screen (Screen 7.15).

RELEASE OF CLAIMS AUTHORITY

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

    • allow personnel in legal office authority to release U.S. Government from any future claims. Used only on final payment of ENG93.

REORG AUTH IND

*REORGANIZATION

- Grants authority to:

    • access the online process of migrating an old organization code with a new one via the Reorganization Menu (Screen 19.10) and subsequent screens needed for this migration including the Temporary Reorganization Screen (Screen 10.701) and the Reorganization Cross Reference Screen (Screen 10.700).

REPORT ACCESS LEVEL

*DATA MANAGER

- Grants authority to:

    • provide CEFMS data related to the manage-ment of reports, such as sequence numbers, report access level, retention requirements,

AUTHORIZATION	AFFECTED FUNCTIONALITIES
	etc. via the Report Definitions Screen (Screen 10.94).

    • create/update report program definitions including program type used to generate the report (SQR, SQL*FORM, COBOL,...), INP name, etc. via the Report Program Definition Screen (Screen 10.94.1).

REPORT SUBMISSION IND   ***REPORTS**

    - Grants authority to:

    • generate a Military Prompt Pay Account report which summarizes appropriated and nonappropriated military works funds quarterly via the Prompt Pay Account Report (Military) Screen (Screen 11.7.12).

    • generate a report of checks issued per disbursing station for a specified month and year via the Checks Issued Data Screen (Screen 11.63).

    • merge DELMAR files before submission or submit merged file via the Merge/Submit DELMAR Data Files Screen (Screen 11.4.22).

    • generate ICAR reports via the ICAR Reports Screen (Screen 11.4.5).

    • generate a Disbursements & Collections Report for appropriation 97X4930 via the Disbursements & Collections For Appropriation 97X4930 Screen (Screen 11.3.12).

    • generate DELMAR 110 report which summarizes transactions for others via the

CEFMS ACCESS CONTROL - Cont.

DELMAR 110 Report Selection Screen (Screen 11.4.9).

- generate the Civil Works Funds 3011B Supplementary Reconciliation Data via the Civil Works Funds (3011B) Screen (Screen 11.3.0).

- generate the Civil Works Funds 3011A Report on Status of Appropriation and Work Allowances via the Civil Works Funds (3011A) Screen (Screen 11.3.0).

- generate an Air Force 7111/7801 report via the Air Force 7111/7801 Reports Screen (Screen 11.4.7).

- generate a Military General Ledger by Appropriation (62H_APP) report via the Military General Ledger By Appropriation Screen (Screen 11.3.11).

REPORT VIEW LEVEL   ***REPORTS**

- Grants authority to:

- assign creation and viewing permissions for a specified report. This authorization is temporarily granted to users whose normal access level would not allow such privileges via the User Report Access Exceptions Screen (Screen 10.94.6).

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CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION

AFFECTED FUNCTIONALITIES

RESOURCE PLANS/
ESTIMATES
APPROVER

BUDGETARY/ESTIMATING

- Grants authority to:

  • originate, amend or approve a resource plan
    via the Resource Plan Create/Update Screen
    (Screen 2.3).

  • enter individual cost estimates for required
    resources via the Resource Estimates Screen
    (Screen 2.3.1).

  • change the straight line dollar allocations
    made by the system via the Resource
    Estimates Calculations Screen (Screen 2.3.2).

  • designate subordinate work items as a
    subordinate resource plan via the Subordinate
    Resource Plan Screen (Screen 2.33).

REVENUE GENERATING
AGREEMENT MAIL CODE

BILLINGS/COLLECTIONS

- Grants authority to:

  • receive email as notification that a bill has
    been generated from the revenue generating
    agreement in REMIS.

REVERSE ACCRUALS
AUTH

EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  • allow users to reverse a previously established
    accrual by obligation number via the Reverse
    Accruals Screen (Screen 6.26R).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION

AFFECTED FUNCTIONALITIES

S&A COST TRANSFER IND

*S&A

- Grants authority to:

  • make corrections to S&A cost which have
    processed incorrectly via the S&A Cost and
    Income Transfer Screen (Screen 7.4.10).

S&A OBLIGATION
AUTH

*OBLIGATIONS

- Grants authority to:

  • approve an obligation via the Obligation
    Approval Screen (Screen 6.0).

  • create/update an obligation line item for S&A
    via the Supervision & Administration (S&A)
    Obligation Screen (Screen 2.41.SA).

S&A PROCESS AUTH

*S&A

- Grants authority to:

  • allow users to change S&A rates and S&A
    amounts; also allows S&A transactions to be
    processed.

S&A TRANSFER
TO UFC IND

*S&A

- Grants authority to:

  • allow users to transfer net income or loss from
    their database to the UFC database via the
    RF S And A Finance Center Transfers Screen
    (Screen 7.4.12).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	**AFFECTED FUNCTIONALITIES**

SAACONS INTERFACE
AUTH IND

SAACONS INTERFACE

- Grants authority to:

  - access the CEFMS/SAACONS Interface Main Menu via the (CEFMS/SAACONS Main Interface Menu Screen (Screen 1.29).

SHOP/FACILITY
RATE AUTHORITY

ASSET/FACILITY MANAGEMENT

- Grants authority to:

  - create or update a shop and facility standard rate via the Shop & Facility Rate Create/Update Screen (Screen 2.761).

  - view actual cost/income summary data relating to a particular resource code and its Revolving fund operating account via the Shop & Facility Actual Cost Income Screen (Screen 2.76.2).

  - view an historical record of standard rates, the income estimates on which the rates were based and the periods during which the rates were in effect via the Shop & Facility Income View Screen (Screen 2.76.2.1).

SMARTCARD REQUEST
APPRV

ELECTRONIC SIGNATURE

- Grants authority to:

  - approve electronic signature smartcard request via the Approve Electronics Signature Smartcard Request Screens (Screens 15.2 and 15.2.2).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

AUTHORIZATION

SUPERVISOR

AFFECTED FUNCTIONALITIES

*SUPERVISOR FUNCTIONS

- Grants authority to:

  • certify time, attendance and labor via the Current Period Time, Attendance & Labor Certification Screen (Screen 17.7).

  • approve/certify corrections to labor cost data for prior pay periods via the Previous Period Labor Certification Screen (Screen 9.1.2).

  • view and verify approved labor adjustment records via the Labor Adjustment View Screen (Screen 9.1.1).

  • certify current period time, attendance and labor via the Current Period Time, Attendance & Labor Certification Screen (Screen 17.7).

*TIMEKEEPER FUNCTIONS

- Grants authority to:

  • view or modify an employee's T&A status, default charge code, repeating schedule or rotating shift via the Employee Work Day Screen (Screen 17.4.1).

*PAYROLL LIAISON OFFICER (PLO) ACTIVITIES

  - Grants authority to:

  • view timekeeper and alternate assignments via the Timekeeper Assignment Screen (Screen C1.2).

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- view timekeeper and supervisor authorization via the Timekeeper Maintenance Screen (Screen C1.3).

TECH APRV   ***FUNDING**

- Grants authority to:

  - technically approve customer orders through the technical approval option on the Customer Order Menu (Screen 6.7).

  - Correct customer order and customer order line item information using the correction options on the Customer Order Menu (Screen 6.7).

*BILLINGS/COLLECTIONS

- Grants authority to:

  - certify a TFO Customer Order billing via the certify TFO billings option on the Customer Order Billings/Advice Notices Menu (Screen 2.DB.1A).

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - certify non-TBO Government Order Billings using the certify Government order billings option on the Government Order Billings Menu (Screen 1.GB).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION

AFFECTED FUNCTIONALITIES

TIMEKEEPER

TIMEKEEPER FUNCTIONS

- Grants authority to:

  • establish a default work schedule for an organization via the Organization Tour of Duty Screen (Screen 17.5).

  • establish or modify a work schedule for an employee via the Employee Tour of Duty Screen (Screen 17.6.1).

  • create or change Employee Work Day record via the Employee Work Day Screen (Screen 17.4.1).

  • establish a rotating work schedule via the Rotating Tour of Duty Screen (Screen 17.2.1).

  • enter or change time and attendance data for employees within a particular timekeeping group via the Timekeeper Entry Screen (Screen 17.3).

  • perform specified end of pay period edits via the Tour of Duty Edits Screen (Screen 17.12).

TRAINING REQUEST
APPROVAL AUTHORITY

TRAINING

- Grants authority to:

  • approve training requests.

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

TRAV VOUCHER/L.D.
PHONE REVIEWER AUTH

*TRAVEL

- Grants authority to:

  • approve long distance phone calls claimed on a travel voucher and/or grant authority to approve a travel voucher.

  • approve local vouchers via the Local Travel Voucher Approval Screen (Screen 6.23).

TRAVEL ADVANCE
AUTH IND

*TRAVEL

- Grants authority to:

  • create/update a TFO travel order advance via the TFO Travel Order Advance Create/Update Screen (Screen 7.41).

TRAVEL APPROVING
OFFICIAL

*TRAVEL

- Grants authority to:

  • approve travel orders via the Travel Order Approval Screen (Screen 12.72).

TRAVEL AUTHENTICATING
OFFICIAL

*TRAVEL

- Grants authority to:

  • authenticate travel orders via the Travel Order Approval Screen (Screen 12.70).

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

TRAVEL REQUESTING   ***TRAVEL**
OFFICIAL

    - Grants authority to request travel orders via the
       Travel Order Request Approval Screen (Screen
       12.71).

TRAVEL SETTLEMENT   ***TRAVEL**
CERTIFY IND

    - Grants authority to:

       • recoup an outstanding travel advance for a
          travel order via the Travel Order Advance
          Recoupment Screen (Screen 7.39).

       • certify a TFO Travel Settlement via the TFO
          Travel Settlement Certification Screen (Screen
          7.43).

       • certify a travel settlement and post a certify
          date via the Travel Settlement Certification
          Screen (Screen 7.29).

TRAVEL SETTLEMENT   ***TRAVEL**
CREATE IND

    - Grants authority to:

       • create PCS Travel settlements for an
          employee per obligation line item via the PCS
          Travel Settlement Create/Update Screen
          (Screen 7.52).

       • create/update transactions for others (TFO)
          travel settlements via the TFO Travel
          Settlement Create/Update Screens (Screens
          7.42 and 7.42.2).

       • adjust travel order obligation amounts by
          increasing/decreasing the settlement amount

CEFMS ACCESS CONTROL - Cont.

<u>AUTHORIZATION</u>   <u>AFFECTED FUNCTIONALITIES</u>

via the Travel Settlement Create/Update Screen (Screen 7.28).

- create TDY travel settlements via the Travel Settlement Create/Update Screen (Screen 7.28).

TRAVELERS CHECKS   ***TRAVEL**
AUTH IND

- Grants authority to:

  - issue travelers checks for a travel order via the Transfer Check Sales Register Create Screen (Screen 7.19).

  - transfer travelers checks to another employee via the Travelers Checks Responsible Employee Transfer Screen (Screen 7.18.2).

  - destroy a packet of travelers checks via the Register Destroyed Travelers Checks Screen (Screen 1.18.1).

  - log travelers checks inventory information via the Travelers Checks Control Create/Update Screen (Screen 7.18).

VENDOR APPROVAL   ***DATA MANAGER**
AUTHORITY

- Grants authority to:

  - update the vendor table manually via the Vendor Maintenance Screen (Screen 10.114). Table is primarily populated by the SAACON Interface.

  - validate changes to the Vendor Table after updates from the SAACONS Interface via the

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CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION	AFFECTED FUNCTIONALITIES

SAACONS Vendor Maintenance Screen (Screen 10.172).

WAREHOUSE BURDEN RATE AUTHORITY

INVENTORY MANAGEMENT

- Grants authority to:

  • create/update the revolving fund warehouse burden rate via the Warehouse Burden Rate Create/Update Screen (Screen 2.83).

WAREHOUSE STOCK RECORD AUTHORITY

INVENTORY MANAGEMENT

- Grants authority to:

  • catalog individual stock items via the Warehouse Inventory Resources Create/Update Screens (Screens 2.53 and 2.53.1).

  • generate purchase requests automatically for replenishment of warehouse stock via the Warehouse Standard Reorder Data Screen (Screen 2.53B).

YEAR END CLOSINGS IND

YEAR-END

- Grants authority to:

  • access year-end processing via the Year-End Processing Selection Menu Screen (Screen 18.00) which allows a user with this authority to close the data base for year end and open the data base for the new fiscal year.

  • change an invalid AMSCO resulting from rejected programs in the load-down funding

CEFMS ACCESS CONTROL - Cont.

AUTHORIZATION   AFFECTED FUNCTIONALITIES

process where AMSCO or BAAN has expired via the Year-End AMSCO/BAAN Edit Screen (Screen 18.02).

• use the multiple PR Decommitment option on the Requests For Goods And Services Menu Screen (Screen 1.6) for all funding accounts.

*FUNDING

- Grants authority to:

• establish funding accounts via the Establish Funding Initiation Screen (Screen 8.05).

• view unapproved obligations via the Unapproved Obligations View Screen (Screen 14.2.1).

• liquidate funding for Year-End Closeout via the Liquidate Funding For Year-End Closeout Screen (Screen 18.07).

*REQUEST FOR GOODS AND SERVICES

• decommit certified PR requests via the Decommit Purchase Request Screen (Screen 18.06).

• delete abandoned purchase requests via the Delete Abandoned Purchase Requests Screen (Screen 18.04).

• Re-Commit previously decommitted PRs if authorized by continuing resolution or legislation via the Re-Commit Purchase Requests Screen (Screen 18.08).

APPENDIX A

AUTHORIZATIONS THAT REQUIRE
ELECTRONIC SIGNATURE CAPABILITY

(The table provided on the following page provides an alphabetized listing of all authorizations comprising the Access Control Table and screens. An asterisk designates the authorizations that require electronic signature (Esig) capability.)

REQUEST FOR CEFMS ACCESS FORM

NAME: _____ **USERID:**_____ **PHONE:** _____
SUPERVISOR'S APPROVAL: _____ **DATE:** _____/_____/_____

Check The Desired Access (*Requires Esig Capability):

|*| ACCPT CUST ORD	|_| LABOR CERTIFICATION AUTHORITY
|_| ACCRUAL AUTHORITY	|_| LABOR DISTRIBUTION AUTHORITY
|_| ACPERS	|_| LEDGER POSTING AUTH
|_| ADJUST WAREHOUSE INVENTORY	|_| MULTI-PURPOSE POWER AUTH IND
|_| AGENCY RATE AUTHORITY	|*| OBLIGATE TRAINING REQUEST AUTHORITY
|_| APPROP EXP AUTHORITY REQUEST	|*| OBLIGATION APPROVER
|_| APPROP EXP AUTHORITY APPROVAL	|_| ORGANIZATION RATE AUTHORITY
|_| APPROVE ADJUST WAREHOUSE INVENTORY	|_| ORIG PR&C
|*| APRV PR&C	|*| OTHER PURCHASES APPROVER IND
|_| ASSET BATCH IND	|*| OTHER PURCHASES CERTIFIER IND
|_| ASSET MANAGER AUTHORITY	|*| OTHER PURCHASES OBLIGATOR IND
|*| AUTHORIZED COLLECTOR	|*| PCS TRAVEL AUTHORITY
|_| AUTHORIZED PROPERTY OFFICER	|_| PERIOD CONTROL
|*| AUTHORIZED RECEIVER	|_| PLANT RENTAL RATE AUTHORITY
|_| BUDGET APPROVAL AUTHORITY	|_| PLO
|_| BUDGET FORMULATION LEVEL	|_| PRC AUTHORIZED ASSIGNER
|*| CERT PR&C	|_| PROCESS LONG TERM REVENUE
|*| CERTIFY GOV'T TRAINING BILLS AUTH	|*| PROCESS RECEIPT VOUCHER
|*| CERTIFY TRAINING TFO's AUTHORITY	|*| PROCESS TRANS. BY OTHERS (TBO's)
|*| COMMERCIAL TRANSPORTATION AUTH	|*| RECEIPT VOUCHER AUDITOR
|*| CONVERSION AUTHORITY	|*| RECEIPT VOUCHER CERTIFIER
|_| COST SHARE CONTROL IND	|_| RELEASE OF CLAIMS AUTHORITY
|_| COST SHARE ESCROW/LOC AUTH	|_| REORG AUTH IND
|_| COST SHARE RECORD EARNINGS IND	|_| REPORT ACCESS LEVEL
|_| COST SHARE RECORD IN-KIND IND	|_| REPORT SUBMISSION IND
|_| COST TRANSFER	|_| REPORT VIEW LEVEL
|_| CUPBOARD STOCK TRANSFER IND	|_| RESOURCE PLANS/ESTIMATES APPROVER
|_| CUSTOMER ORDER ROLLOVERS	|_| REVENUE GENERATING AGREEMENT MAIL CODE
|_| DATA MGR ESIG FAIL RESOLUTION AUTH IND	|_| REVERSE ACCRUALS AUTH
|*| DISBURSING AUTHORIZATION	|_| S&A COST TRANSFER IND
|*| DISBURSING/DEPUTY DISBURSING OFFICER	|_| S&A MEMO PLACEMENT AUTH IND
|*| DISBURSING SCRTY ADMIN AUTH	|*| S&A OBLIGATION AUTH
|*| DISTRICT SECURITY OFFICER	|_| S&A PROCESS AUTHORITY
|_| ELECTRONIC FUNDS TRANSFER AUTH IND	|_| S&A TRANSFER TO UFC IND
|*| ENG 93 C.O.R. APPRV	|_| SAACONS INTERFACE AUTH IND
|*| ENG 93 P.M. APPRV	|_| SHOP/FACILITY RATE AUTHORITY
|*| FINAN APRV	|*| SMARTCARD REQUEST APPRV
|_| FOREIGN CURRENCY REVALUATION AUTH IND	|_| SPECIFIC EXPENDITURE AUTHORITY IND
|*| FUND OVRD	|*| SUPERVISOR
|_| FUNDING ACCOUNT IND	|_| TECH APRV
|_| FUNDING ACCOUNT OVERHEAD IND	|_| TIMEKEEPER
|_| FUNDING CREATOR	|_| TRAINING REQUEST APPROVAL AUTHORITY
|_| GENERAL LEDGER JOURNAL AUTHORITY	|*| TRAV VOUCHER/L.D. PHONE REVIEWER AUTH
|_| GENERATE CUSTOMER ORDER BILLS	|*| TRAVEL ADVANCE AUTH IND
|_| GENERATE FACILITY BILLINGS	|_| TRAVEL APPROVING OFFICIAL
|_| GENERATE INVENTORY BILLINGS	|*| TRAVEL AUTHENTICATING OFFICIAL
|_| GENERATE PLANT RENTAL BILLINGS	|_| TRAVEL REQUESTING OFFICIAL
|*| GOVERNMENT ORDER ACCEPTOR	|*| TRAVEL SETTLEMENT CERTIFY IND
|_| IATS INTERFACE AUTHORITY	|_| TRAVEL SETTLEMENT CREATE IND
|*| IMPREST FUND CASHIER	|_| TRAVELERS CHECKS AUTH IND
|_| INCOME TRNS IND	|_| USER STATUS
|_| INTRA CORPS TRANSFER AUTHORITY	|*| VENDOR APPROVAL AUTHORITY
|*| INVOICE CREATOR	|_| WAREHOUSE BURDEN RATE AUTHORITY
|_| JOB ORDER FUNDING CREATOR	|_| WAREHOUSE STOCK RECORD AUTHORITY
		|_| YEAR END CLOSINGS IND

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